

Please complete and return this form to:
 Revenues, Benefit & Customer Services
 District Council House, Frog Lane,
 Lichfield, Staffordshire, WS13 6YX

Your Name:
 Your Address:

Web Download
 Customer Services: 01543 308900
 Email: Revenues@LichfieldDC.gov.uk

Account reference number:

Application for a dwelling to be classed as a second home

If you live in, and pay Council Tax for a property which your employer requires you to occupy, and you are liable for Council Tax on a second furnished property, you may qualify for a discount of 50%.

Please provide a copy of the relevant parts of any employment contract or agreement that confirms the provision of the property to you or your spouse/civil partner and the requirement to occupy the property as part of your duties of your employment

This discount is not applicable if you have a second property in the locality of your place of work but you do not perform the duties of your employment from that address. There must be a direct link between your employment and the property, for example caretaker, landlord of pub, schoolmaster etc.

Details of Properties Involved		
<u>Dwelling A:</u> Address of property which is your main residence		
<u>Dwelling B:</u> Address of your property which is your second home		
Which is your job related property	Please tick	Dwelling A <input type="checkbox"/> Dwelling B <input type="checkbox"/>
Full name of person for whom job related property has been provided		
Type of occupancy for second home	Please tick	Owner <input type="checkbox"/> Tenant <input type="checkbox"/>
Status of second home	Please tick	Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/>



Details of Employment					
Employers name, address and telephone number					
Effective date of job-related discount					
Has your main or second home been provided as a necessary part of employment by your employer?	<table border="1"> <tr> <td>Please tick</td> <td>YES <input type="checkbox"/></td> </tr> <tr> <td></td> <td>NO <input type="checkbox"/></td> </tr> </table>	Please tick	YES <input type="checkbox"/>		NO <input type="checkbox"/>
Please tick	YES <input type="checkbox"/>				
	NO <input type="checkbox"/>				
State the nature of employment of the person for whom the property has been provided					
Please explain how and why the presence in that property is regarded as a necessary part of employment					

Please enclose the following evidence

1. The relevant parts of any employment contract or agreement that confirms the provision of the property to you or your spouse/civil partner and the requirement to occupy it.
2. A copy of your Council Tax bill for your main residence

DECLARATION:

I declare that the information given above is true and accurate to the best of my knowledge. I understand I must notify you of any change of circumstances which may affect any discount I receive within 21 days and failure to do so may result in a penalty being incurred. I understand it is a criminal offence to supply false information or receive a discount I am not entitled to.

You should continue to pay in accordance with your latest bill until you are notified of any decision.

Signature		Date	
Print			
Contact Number			
Email address			

Data Protection and General Data Protection Regulation (GDPR)

The law allows us to process your ordinary personal data either because it is necessary to do so to perform a task carried out in the public interest, or in the exercise of official authority vested in us. Please read our privacy notice at www.Lichfielddc.gov.uk/rbprivacy on how we will use your personal data and who we may share it with.

